

Sourcing

Supplier Training User Guide



What Is Train the Trainer?

- Following the walkthrough sessions, CRP validations sessions configuration discussions, the existing processes were validated, and necessary configuration changes were made and processes and functionality confirmed.
- In this phase (TTT), we train the subject matter experts (SME) and potential instructors and enable them to train other application users in SITA.
- Following these sessions, the participants need to practice in a training instance and impart training to the end users.

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1. [LOGIN TO ORACLE EBS APPLICATION](#)
2. [VIEW NOTIFICATIONS](#)
3. [SUBMIT QUOTES – RESPOND TO RFX](#)

LOGIN TO ORACLE APPLICATIONS

ORACLE

User Name

CARINA@FTI.CO.ZA

Password

.....

Log In

Cancel

[Login Assistance](#)

Accessibility

None

Language

English

User Guidelines:

1. Enter Username and Password
2. Click on "Log In" button.

2. VIEW NOTIFICATIONS

NOTIFICATIONS

Enterprise Search Contract Documents Search Results Display Preference Standard

Home

Navigator

- ▶ SITA iSupplier Portal Full Access
- ▶ SITA Sourcing Supplier

Worklist

From <input type="text"/>	Type <input type="text"/>	Subject <input type="text"/>	Sent <input type="text"/>	Due <input type="text"/>
Mulaudzi, Edward	Sourcing Publish	You are invited: RFQ 105010 (105010 082025)	28-Aug-2025	31-Aug-2025
Meso, Thato	Supplier Notification	Invitation to Bid	02-Aug-2025	
Mulaudzi, Edward	Sourcing Auction Awarded	Award Decision: RFQ 96010 (RFB 960101_2025)	25-Jul-2025	
Mulaudzi, Edward	Sourcing Publish	You are invited: RFQ 93010 (RFB 93010_2025)	22-Jul-2025	31-Aug-2025
Mulaudzi, Edward	Sourcing Auction Awarded	Award Decision: RFQ 83010 (FR14071)	14-Jul-2025	
Mulaudzi, Edward	Sourcing Negotiation	Closed Early: RFQ 83010 (FR14071)	14-Jul-2025	
Mulaudzi, Edward	Sourcing Negotiation	Sent: Online Discussion Message for RFQ 83010 (FR14071)	14-Jul-2025	
Mulaudzi, Edward	Sourcing Auction Awarded	Award Decision: RFQ 81010 (OKC Contracts Impl)	11-Jul-2025	
Mulaudzi, Edward	Sourcing Negotiation	Closed Early: RFQ 82010 (FR12345)	11-Jul-2025	
Mulaudzi, Edward	Sourcing Negotiation	Closed Early: RFQ 81010 (OKC Contracts Impl)	09-Jul-2025	
	UMX Login Help	SITA (Pty) Ltd Supplier Collaboration Network: Confirmation of Registration	05-Jul-2025	

[TIP Vacation Rules](#) - Redirect or auto-respond to notifications.

- User Guidelines:**
1. Once logged in, All Notifications such as Invitation to Bid, Award Decisions and Closure of RFx's will be displayed.
 2. The responsibilities such as iSupplier and Sourcing will also be displayed for use.
 3. Click on the RFx.

NOTIFICATIONS

Home >

You are invited: RFQ 105010 (105010 082025)

From Mulaudzi, Edward **Company** SITA (Pty) Ltd
To CARINA DU PREEZ **Title** 105010 082025
Sent 28-Aug-2025 00:06:37 **Number** 105010
Due 31-Aug-2025 11:00:00
ID 137687989

Negotiation Preview **Not specified**
 Negotiation Open **August 28, 2025 12:06 am GMT**
 Negotiation Close **August 31, 2025 11:00 am GMT**
 Supplier **FACULTY TRAINING INSTITUTE (PTY) LTD**
 Supplier Site

To acknowledge your intent to participate, press the Yes button on this page. To decline the invitation, press the No button. You may enter a note to the buyer in the space below before acknowledging or declining.

If not logged in, please go to [Login and view Negotiation Details](#) page or If already logged in, Please go to [Negotiation Details](#) page if you want to view the document before acknowledging intent to participate and/or to enter a response.

Action History

Num	Action Date	Action	From	To	Details
1	28-AUG-2025 00:06:37	Submit	Mulaudzi, Edward	CARINA DU PREEZ	

Response

Note to Buyer

[Return to Worklist](#)

User Guidelines:

1. To acknowledge participation or not, you can inform the buyer, by clicking Yes or No
2. You can insert a Note to Buyer as optional.

3. SUBMIT QUOTES – RESPOND TO RFX

CREATE QUOTE

Home

Navigator

Personalize

- ▶ SITA iSupplier Portal Full Access
- ▶ SITA Sourcing Supplier
 - ▶ Sourcing
 - Sourcing Home Page
 - Worklist

Worklist

Full List (10)

From ^	Type ^	Subject ^	Sent v	Due ^
Meso, Thato	Supplier Notification	Invitation to Bid	02-Aug-2025	
Mulaudzi, Edward	Sourcing Auction Awarded	Award Decision: RFQ 96010 (RFB 960101_2025)	25-Jul-2025	
Mulaudzi, Edward	Sourcing Publish	You are invited: RFQ 93010 (RFB 93010_2025)	22-Jul-2025	31-Aug-2025
Mulaudzi, Edward	Sourcing Negotiation	Closed Early: RFQ 83010 (FR14071)	14-Jul-2025	
Mulaudzi, Edward	Sourcing Auction Awarded	Award Decision: RFQ 83010 (FR14071)	14-Jul-2025	
Mulaudzi, Edward	Sourcing Negotiation	Sent: Online Discussion Message for RFQ 83010 (FR14071)	14-Jul-2025	
Mulaudzi, Edward	Sourcing Negotiation	Closed Early: RFQ 82010 (FR12345)	11-Jul-2025	
Mulaudzi, Edward	Sourcing Auction Awarded	Award Decision: RFQ 81010 (OKC Contracts Impl)	11-Jul-2025	
Mulaudzi, Edward	Sourcing Negotiation	Closed Early: RFQ 81010 (OKC Contracts Impl)	09-Jul-2025	
	UMX Login Help	SITA (Pty) Ltd Supplier Collaboration Network: Confirmation of Registration	05-Jul-2025	

TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.

User Guidelines:

- Respond to the RFx, click on SITA Sourcing Supplier →Sourcing→Sourcing Home Page.

CREATE QUOTE

Negotiations Assessments

Search Open Negotiations Title **Go**

Welcome CARINA DU PREEZ

Your Active and Draft Responses

Press Full List to view all your company's responses. [Full List](#)

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
54009	Active		82010	FR12345	RFQ	0 seconds		0

Your Company's Open Invitations

[Full List](#)

Supplier Site	Negotiation Number	Title	Type	Time Left
	105010	105010 082025	RFQ	2 days 23 hours

Quick Links

View Responses

- Active
- Disqualified and Withdrawn
- Awarded
- Rejected

User Guidelines:

1. On the Negotiation page, you will be able to view your responses to previous RFx's.
2. You will be able to view you Company's Open Invitations still requiring a response.
3. Click on the Negotiation number

CREATE QUOTE

Negotiations Assessments

Negotiations >
RFQ: 105010

Actions Acknowledge Participation **Go**

Title 105010 082025
Status Active (Locked) **Open Date** 28-Aug-2025 00:06:34
Time Left 2 days 18 hours **Close Date** 31-Aug-2025 11:00:00

Header Lines Controls Contract Terms

Notes and Attachments

Note to Suppliers

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
10	2025-08-18 14:37:22 Fraud awaren...	File	2025-07-14 18:11:01 Fraud awaren...	To Supplier	MASHUDUM2	27-Aug-2025	One-Time		

Two-Stage **Event**

Quote Style Sealed
Description RFQ required for Storage.

Terms

Effective Start Date **Total Agreement Amount**
Effective End Date **Minimum Release Amount**
Bill-To Address SITA Creditors Department **Payment Terms** Immediate
Ship-To Address SITA Creditors Department **Carrier**
FOB **Freight Terms**

User Guidelines:

1. View the Header information and Attachments.

CREATE QUOTE

Negotiations | Assessments

Negotiations > **RFQ: 105010**

Actions Acknowledge Participation

Title 105010 082025
 Status Active (Locked) Open Date 28-Aug-2025 00:06:34
 Time Left 2 days 18 hours Close Date 31-Aug-2025 11:00:00

Header **Lines** Controls Contract Terms

Display Rank As Win/Lose Cost Factors None
 Ranking Price Only Price Tiers Price Breaks

Lines

Description	Line	Item, Rev	Category	Unit	Estimated Quantity	Best Price (ZAR)	Active Responses	Time Left
Storage Cases DLT4	1 Storage Cases DLT4	10040472	81.8111.811118.81111812	Each	43	Sealed	Sealed	2 days 18 hours
Storage Cases DLT8	2 Storage Cases DLT8	10040472	81.8111.811118.81111812	Each	23	Sealed	Sealed	2 days 18 hours
Storage Cases DLT16	3 Storage Cases DLT16	10040472	81.8111.811118.81111812	Each	56	Sealed	Sealed	2 days 18 hours
Supply backup and off-s...	4 Supply backup and off-s...	10034722	43.4323.432334.43233415	Each	50	Sealed	Sealed	2 days 18 hours
Supply backup and off-s...	5 Supply backup and off-s...	10034722	43.4323.432334.43233415	Each	22	Sealed	Sealed	2 days 18 hours

Return to Negotiations

Actions Acknowledge Participation

User Guidelines:

1. Click on lines to view the Lines information required for quoting.

CREATE QUOTE

Negotiations | Assessments

Negotiations >
RFQ: 105010

Actions Acknowledge Participation Go

Title 105010 082025
Status Active (Locked)
Time Left 2 days 18 hours

Open Date 28-Aug-2025 00:06:34
Close Date 31-Aug-2025 11:00:00

Header | Lines | **Controls** | Contract Terms

Schedule

Preview Date	Open Date 28-Aug-2025 00:06:34
Close Date 31-Aug-2025 11:00:00	Award Date

Response Rules

- Negotiation is restricted to invited suppliers
- Suppliers are allowed to view other suppliers' contract terms, notes and attachments
- Suppliers are allowed to respond to selected lines
- Suppliers are allowed to provide multiple responses
 - Suppliers are allowed to submit Multiple Active Responses
- Allow Quote Withdrawal
- Buyer may close the negotiation before the Close Date
- Buyer may manually extend the negotiation while it is open
- Allow Alternate Lines on Supplier Responses
- Allow Staggered Awarding

Press the "Print Scrn" on your keyboard to take a screenshot

User Guidelines:

1. Click on Controls to view the Close Date and Open Date.

CREATE QUOTE

Negotiations Assessments

Negotiations >
RFQ: 105010

Title 105010 082025
Status Active (Locked)
Time Left 2 days 18 hours

Open Date 28-Aug-2025 00:06:34
Close Date 31-Aug-2025 11:00:00

Actions Printable View

Header Lines Controls **Contract Terms**

This negotiation includes Contract Terms. View the terms by clicking on the Preview Contract Terms button.

Deliverables

Deliverable Name [△]	Deliverable Type [△]	Responsible Party [△]	Party Name	Contact
Signed Contract	Contractual	Supplier Organization		

[Return to Negotiations](#)

Actions Acknowledge Participation

User Guidelines:

1. Click on Contract Terms to view the contract terms and Deliverables.
2. Under Actions, select Printable View and click on Go, to download the document.

CREATE QUOTE



BID DOCUMENT

RFB Number	105010 082025
BID No:	105010
DESCRIPTION	RFQ required for Storage.

User Guidelines:

1. The PDF version will download for viewing.

CREATE QUOTE

Negotiations | Assessments

Negotiations >
RFQ: 105010

Title 105010 082025

Status Active (Locked)

Time Left 2 days 18 hours

Open Date 28-Aug-2025 00:06:34

Close Date 31-Aug-2025 11:00:00

Actions Acknowledge Participation

Header | Lines | Controls | **Contract Terms**

This negotiation includes Contract Terms. View the terms by clicking on the Preview Contract Terms button.

Deliverables

Deliverable Name <input type="text"/>	Deliverable Type <input type="text"/>	Responsible Party <input type="text"/>	Party Name	Contact
Signed Contract	Contractual	Supplier Organization		

[Return to Negotiations](#) Actions Acknowledge Participation

User Guidelines:

1. To Participate and upload the quote, select Acknowledge Participation and click on Go.

CREATE QUOTE

Negotiations Assessments

Negotiations > RFQ: 105010 >

Warning
Your company has already acknowledged participation for 105010. Either make modifications and press the Apply button, or press the Cancel button.

Acknowledge Participation (RFQ 105010)

Will your company participate. Please familiarize yourselves with the Sita terms and conditions Yes No

Cancel Apply

User Guidelines:

1. Click Yes and then Apply to Participate.

CREATE QUOTE

Negotiations | Assessments

Negotiations >
RFQ: 105010

Actions Create Quote

Title 105010 082025
Status Active (Locked)
Time Left 2 days 17 hours

Open Date 28-Aug-2025 00:06:34
Close Date 31-Aug-2025 11:00:00

Header | Lines | Controls | Contract Terms

Notes and Attachments

Note to Suppliers

Seq [▲]	Title [▲]	Type [▲]	Description [▲]	Category [▲]	Last Updated By [▲]	Last Updated [▲]	Usage [▲]	Update	Delete
10	2025-08-18 14:37:22 Fraud awaren...	File	2025-07-14 18:11:01 Fraud awaren...	To Supplier	MASHUDUM2	27-Aug-2025	One-Time		

Two-Stage
Quote Style Sealed
Description RFQ required for Storage.

Terms

User Guidelines:

- Under Action, select Create Quote and click on Go.

CREATE QUOTE

Negotiations
Assessments

Negotiations >

Terms and Conditions

Cancel Accept

The following terms and conditions must be accepted before a quote is placed in this RFQ.

1. Bid documents must be submitted and uploaded before the closing date and time to the SITA e PROCUREMENT PORTAL as prescribed in PART C section 3 of SBD-1 as published.

2. Bid documents must be submitted on the official forms provided (not to be re-typed) as prescribed in PART C section 4 of SBD-1 as published.

3. A bidder must be registered on the Central Supplier Database (CSD) to upload mandatory information namely: (business registration/ directorship/ membership/identity numbers; tax compliance status; and banking information for verification purposes).

4. This bid is subject to the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2017, and the bidding terms and conditions as specified in PART C of SBD-1 as published.

Attachments

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Link to Catalog
No results found.									
<input style="border: 2px solid red;" type="checkbox"/> I have read and accepted the terms and conditions									

User Guidelines:

1. Acknowledge the Terms and Conditions and click Accept.

CREATE QUOTE

Header
Lines

Supplier FACULTY TRAINING INSTITUTE (PTY) LTD

RFQ Currency ZAR

Quote Currency ZAR

Price Precision Any

Quote Valid Until (28-Aug-2025 19:45:00)

Attachments

Add Attachment...

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.									

Requirements

Refresh
Settings
Print

Expand All | Collapse All

+

Focus	RFB Number	Stage	Target Value	Quote Value
Requirements				
+	4. Bid Evaluation	Technical		
	The bid evaluation process consists of four stages, according to the nature of the bid. A bidder must qualify for each stage to be eligible to proceed to the next stage of the evaluation. The stages are: Bid Evaluation Stages Stage Description Applicable for this bid YES/NO Stage 1 Administrative responsiveness YES Stage 2 Technical Mandatory responsiveness YES Stage 3 Special Conditions of Contract verification YES Stage 4 Price / Preference points YES	Technical		
+	BEE	Commercial		
	Local Entity Bidder to insert if Local or Foreign Entity	Commercial	Local	
	1. EME/QSEs Ownership of at least 51% of People who are: EME/QSEs Please enter a value from 0 to 4	Commercial		<input type="text" value="4"/> (Numeric Value only)
	2. Woman Owned Ownership of at least 51% of People who are: Woman Owned Please enter a value from 0 to 8	Commercial		<input type="text" value="8"/> (Numeric Value only)

User Guidelines:

- Under the Requirements section, complete all requirement questions.

CREATE RFx TEMPLATE

Requirements

Expand All | Collapse All

Focus RFB Number	Stage	Target Value	Quote Value
<ul style="list-style-type: none"> ▲ Requirements ◆ ▲ 4. Bid Evaluation <div style="font-size: 0.8em; margin-top: 5px;"> The bid evaluation process consists of four stages, according to the nature of the bid. A bidder must qualify for each stage to be eligible to proceed to the next stage of the evaluation. The stages are: Bid Evaluation Stages Stage Description Applicable for this bid YES/NO Stage 1 Administrative responsiveness YES Stage 2 Technical Mandatory responsiveness YES Stage 3 Special Conditions of Contract verification YES Stage 4 Price / Preference points YES </div> ◆ ▲ BEE <div style="font-size: 0.8em; margin-top: 5px;"> Local Entity Bidder to insert if Local or Foreign Entity </div> <ul style="list-style-type: none"> 1. EME/QSEs Ownership of at least 51% of People who are: EME/QSEs Please enter a value from 0 to 4 2. Woman Owned Ownership of at least 51% of People who are: Woman Owned Please enter a value from 0 to 8 3. Youth Owned Ownership of at least 51% of People who are: Youth Owned Please enter a value from 0 to 6 4. Disability Owned Ownership of at least 51% of People who are: Owned by People living with disabilities Please enter a value from 0 to 2 			

- BEE Score Please enter the final score from the values entered in points 1 to 4
 | | |

Local ▾

(Numeric Value only)

(Numeric Value only)

(Numeric Value only)

(Numeric Value only)

(Numeric Value only)

User Guidelines:

1. Ensure all Requirement questions are completed and answered correctly as these will carry scoring used in the Evaluation process.

CREATE QUOTE

Negotiations > RFQ: 105010 >
Create Quote: 65009 (RFQ 105010)

Title 105010_082025 Stage

Time Left 2 days 17 hours
 Close Date 31-Aug-2025 11:00:00

Supplier FACULTY TRAINING INSTITUTE (PTY) LTD
 RFQ Currency ZAR
 Quote Currency ZAR
 Price Precision Any

Quote Valid Until (28-Aug-2025 19:45:00)

Attachments

[Add Attachment...](#)

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.									

Requirements

Expand All | Collapse All

Focus RFB Number

Create Quote: 65009 (RFQ 105010)

Title 105010_082025 Stage

Time Left 2 days 17 hours
 Close Date 31-Aug-2025 11:00:00

Supplier FACULTY TRAINING INSTITUTE (PTY) LTD
 RFQ Currency ZAR
 Quote Currency ZAR
 Price Precision Any

Quote Valid Until (28-Aug-2025 19:45:00)

Attachments

[Add Attachment...](#)

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.									

Requirements

Expand All | Collapse All

Focus RFB Number

Add Attachment

Attachment Type File

Title Quote 123

Description Quote 123

*Category From Supplier: Commercial

*File Quote 123.docx

User Guidelines:

1. Under Attachments, click on Add Attachments to upload any supporting documents requested or documents to support your quote.
2. Attachment will be File
3. Insert a Title.
4. Insert a Description.
5. Under Category, if it relates to the Technical question, select Technical, otherwise select Commercial if it relates to Commercial eg. Quote.
6. Click Apply or Add Another.

CREATE QUOTE

Negotiations > RFQ: 105010 > **Create Quote: 65009 (RFQ 105010)**

Title [105010_082025](#) Time Left 2 days 17 hours
 Stage [i](#) Close Date 31-Aug-2025 11:00:00

Header **Lines**

RFQ Currency ZAR Price Precision Any Quote Currency ZAR

Line	Rank	Start Price	Target Price	Quote Price	Unit	Estimated Quantity	Target Minimum Release Amount	Minimum Release Amount	Quote	Update
1 Storage Cases DLT...	Sealed			<input type="text" value="100"/>	Each	43		<input type="text"/>	Yes ▾	
2 Storage Cases DLT...	Sealed			<input type="text" value="250"/>	Each	23		<input type="text"/>	Yes ▾	
3 Storage Cases DLT...	Sealed			<input type="text" value="150"/>	Each	56		<input type="text"/>	Yes ▾	
4 Supply backup and...	Sealed			<input type="text" value="1000"/>	Each	50		<input type="text"/>	Yes ▾	
5 Supply backup and...	Sealed			<input type="text" value="1050"/>	Each	22		<input type="text"/>	Yes ▾	

User Guidelines:

1. Under Lines, provide your quoted price and ensure Yes is selected under Quote.
2. Should you not wish to quote on a specific line, select No and leave the price as null.
3. You can click on the Update Pencil to view additional information.

CREATE QUOTE

Negotiations | Assessments

Create Quote 65009: Line 1 (RFQ 105010) Line 2: Storage Cases DLT8

<p>Description Storage Cases DLT4</p> <p>Unit Each</p> <p>Start Price</p> <p>Target Price</p> <p>Quote Price <input type="text" value="100"/></p> <p>Estimated Quantity 43</p>	<p>Close Date 31-Aug-2025 11:00:00</p> <p>Quote Currency ZAR</p> <p>Rank Sealed</p> <p>Target Minimum Release Amount</p> <p>Quote Minimum Release Amount <input type="text"/></p>
--	---

Notes

Note to Buyer This line is subject to exchange rate fluctuations.

Attachments

Add Attachment...

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.									

User Guidelines:

1. You can enter additional information such as Note to Buyer and add attachments specific to the line if you wish to add.
2. Click on Apply, alternatively click on Cancel.

CREATE QUOTE - SPREADSHEET

Negotiations Assessments

Negotiations >

Create Quote: 65009 (RFQ 105010)

Title [105010.082025](#) Time Left 2 days 16 hours
 Stage [i](#) Close Date 31-Aug-2025 11:00:00

Header **Lines**

RFQ Currency ZAR Price Precision Any Quote Currency ZAR

Line	Rank	Start Price	Target Price	Quote Price	Unit	Estimated Quantity	Target Minimum Release Amount	Minimum Release Amount	Quote	Update
1 Storage Cases DLT...	Sealed			<input type="text" value="100"/>	Each	43		<input type="text"/>	Yes ▾	
2 Storage Cases DLT...	Sealed			<input type="text" value="250"/>	Each	23		<input type="text"/>	Yes ▾	
3 Storage Cases DLT...	Sealed			<input type="text" value="150"/>	Each	56		<input type="text"/>	Yes ▾	
4 Supply backup and...	Sealed			<input type="text" value="1000"/>	Each	50		<input type="text"/>	Yes ▾	
5 Supply backup and...	Sealed			<input type="text" value="1050"/>	Each	22		<input type="text"/>	Yes ▾	

User Guidelines:

1. Should there be many lines and you wish to upload, you can select Quote by Spreadsheet.
2. Click on Quote By Spreadsheet

CREATE QUOTE - SPREADSHEET

Negotiations | Assessments

Create Quote 65009: Quote By Spreadsheet (RFQ 105010)

RFQ Currency ZAR
Quote Currency ZAR

Step 1: Export Spreadsheet

TIP Rich style includes spreadsheet cell borders, which will cause the file size to grow significantly after the XML file is saved in Microsoft Excel (TM).

Format

- XML Spreadsheet - Rich Style (.xml)
- XML Spreadsheet - Light-Weight Style (.xml)
- Tab-Delimited (.txt)

Export

Step 2: Import Spreadsheet

Format

- XML Spreadsheet (.xml)
- Tab-Delimited (.txt)

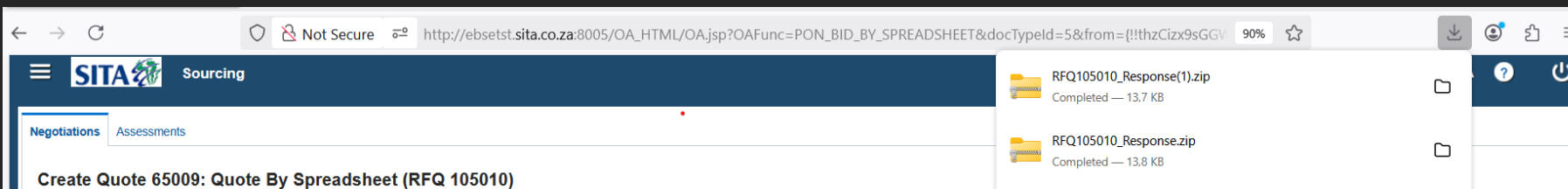
File To Import No file selected.

Import

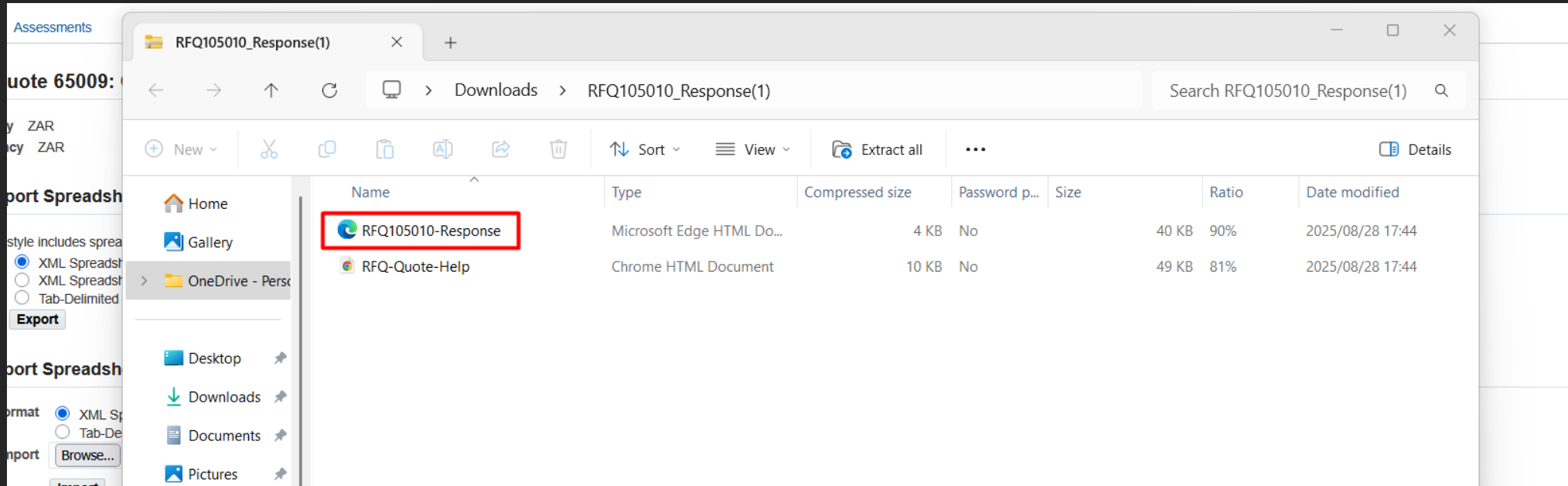
[Return to Create Quote:65009 \(RFQ 105010\)](#)

User Guidelines:

1. You can select one of the Format options.
2. Its best to use XML Spreadsheet – Rich Style or Light Weight.
3. Click on Export.
4. A file will download into your downloads folder.

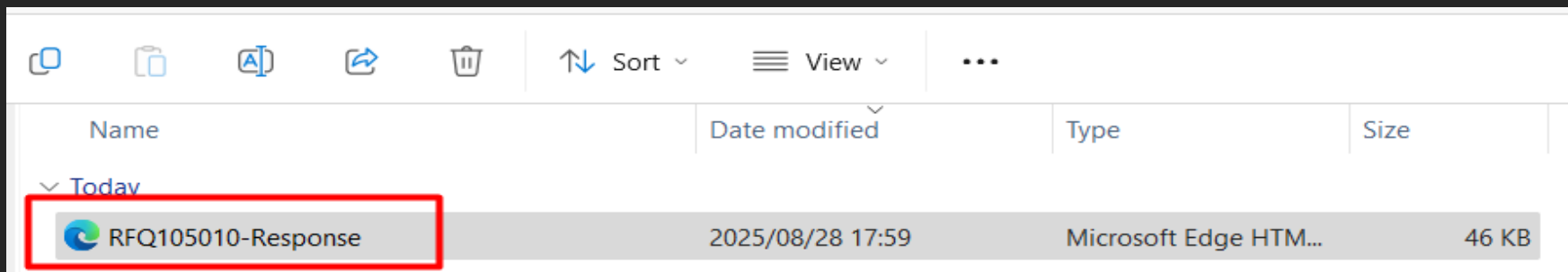


CREATE QUOTE - SPREADSHEET



User Guidelines:

1. Click on the download to open the file.
2. **Save the RFQ xml file onto your pc.**
3. RFQ Help file assists on populating the file, you could open this at your leisure.



CREATE QUOTE - SPREADSHEET

The screenshot shows the 'Open' dialog in Microsoft Excel. The title bar reads 'Book1 - Excel' and the user is identified as 'Farhad Rasool FR'. The left sidebar contains navigation options: Home, New, Open (selected), Info, Save, Save As, and History. The main area is divided into 'Recent' and 'Workbooks' sections. Under 'Recent', there are entries for 'OneDrive - ADK Tech Systems' and 'Sites - ADK Tech Systems'. Under 'Workbooks', a table lists files:

Name	Date modified
RFQ105010-Response	2025/08/28 18:00

Below the table, there are sections for 'Favorites', 'Today', and 'This Week'. The 'Favorites' section includes a note: 'Favorite files you want to easily find later. Click the star icon that appears when you hover over a file.'

User Guidelines:

1. Open a blank excel file and then open the xml file you had just saved in step 3.

CREATE QUOTE - SPREADSHEET

105010 082025

RFQ 105010	Company SITA (Pty) Ltd
Close Date 2025/08/31 11:00	Buyer Mulaudzi, Mr. Mashudu Edward Edward
RFQ Currency ZAR	Phone 0124823067
Quote Currency ZAR	Email
Price Precision Any	Supplier FACULTY TRAINING INSTITUTE (PTY) LTD
	Supplier Site

Header

Quote Valid Until: Reference Number:

Note to Suppliers

Note to Buyer

Requirements

S.No.	RFB Number	Quote Value
1	4. Bid Evaluation	
1.1	The bid evaluation process consists of four stages, according to the nature of the bid. A bidder must qualify for each stage to be eligible to proceed to the next stage of the evaluation. The stages are: Bid Evaluation Stages Stage Description Applicable for this bid YES/NO Stage 1 Administrative responsiveness YES Stage 2 Technical Mandatory responsiveness YES Stage 3 Special Conditions of Contract verification YES Stage 4 Price / Preference points YES	
2	BEE	
2.1	Local Entity Bidder to insert if Local or Foreign Entity	Local
2.2	1. EME/QSEs Ownership of at least 51% of People who are: EME/QSEs Please enter a value from 0 to 4	4 (Numeric Value only)
2.3	2. Woman Owned Ownership of at least 51% of People who are: Woman Owned Please enter a value from 0 to 8	8 (Numeric Value only)
2.4	3. Youth Owned Ownership of at least 51% of People who are: Youth Owned Please enter a value from 0 to 6	6 (Numeric Value only)

Header | Lines (1 - 5)

User Guidelines:

1. The excel will open as displayed.
2. Sheet1, will be the Header section which has requirements, you could choose to enter them here to upload if you wish.
3. Sheet 2 will have the lines for you to quote by inserting the price.
4. All the Yellow fields require a value.

CREATE QUOTE - SPREADSHEET

1 **105010 082025**

2

3

RFQ 105010	Company SITA (Pty) Ltd
Close Date 2025/08/31 11:00	Buyer Mulaudzi, Mr. Mashudu Edward Edward
RFQ Currency ZAR	Phone 0124823067
Quote Currency ZAR	Email
Price Precision Any	Supplier FACULTY TRAINING INSTITUTE (PTY) LTD
	Supplier Site

8

9

10 **Lines**

11

12 Quote Total (ZAR) **152 260,00**

Line	Item,Rev	Start Price	Unit	Estimated Quantity	Target Minimum Release Amount	Quote Price	Quote Minimum Release Amount	Note to Buyer	Target Price	Category	Note to Suppliers
1	Storage Cases DLT4	10040472	Each	43		500		This line is subject to exch		81.8111.811118.81111812	
2	Storage Cases DLT8	10040472	Each	23		800				81.8111.811118.81111812	
3	Storage Cases DLT16	10040472	Each	56		760				81.8111.811118.81111812	
4	Supply backup and off-site storage serv	10034722	Each	50		1000				43.4323.432334.43233415	
5	Supply backup and off-site storage serv	10034722	Each	22		900				43.4323.432334.43233415	

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21 File Download Time 2025/08/28 17:45

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- User Guidelines:**
1. Insert the Price in the yellow column.
 2. The Green fields are optional.
 3. Once you have completed your spreadsheet, save it to the drive/location of your choice.
 4. Return to the system. From the **Create Quote: Quote by Spreadsheet** page. Select XML Spreadsheet to Import.

CREATE QUOTE - SPREADSHEET

Negotiations | Assessments

Create Quote 65009: Quote By Spreadsheet (RFQ 105010)

RFQ Currency ZAR
Quote Currency ZAR

Step 1:Export Spreadsheet

TIP Rich style includes spreadsheet cell borders, which will cause the file size to grow significantly after the XML file is saved in Microsoft Excel (TM).

Format XML Spreadsheet - Rich Style (.xml)
 XML Spreadsheet - Light-Weight Style (.xml)
 Tab-Delimited (.txt)

Export

Step 2:Import Spreadsheet

Format XML Spreadsheet (.xml)
 Tab-Delimited (.txt)

File To Import No file selected.

Import

[Return to Create Quote:65009 \(RFQ 105010\)](#)

User Guidelines:

1. Select Format, XML Spreadsheet.
2. Select the file by clicking on Browse.
3. Click on Import.

CREATE QUOTE

Negotiations | Assessments

Negotiations > **Create Quote: 65009 (RFQ 105010)**

Title [105010.082025](#) Time Left 2 days 3 hours
 Stage [i](#) Close Date 31-Aug-2025 11:00:00

Header **Lines**

RFQ Currency ZAR Price Precision Any Quote Currency ZAR

Line	Rank	Start Price	Target Price	Quote Price	Unit	Estimated Quantity	Target Minimum Release Amount	Minimum Release Amount	Quote	Update
1 Storage Cases DLT...	Sealed			<input type="text" value="500"/>	Each	43		<input type="text"/>	Yes ▾	
2 Storage Cases DLT...	Sealed			<input type="text" value="800"/>	Each	23		<input type="text"/>	Yes ▾	
3 Storage Cases DLT...	Sealed			<input type="text" value="760"/>	Each	56		<input type="text"/>	Yes ▾	
4 Supply backup and...	Sealed			<input type="text" value="1000"/>	Each	50		<input type="text"/>	Yes ▾	
5 Supply backup and...	Sealed			<input type="text" value="900"/>	Each	22		<input type="text"/>	Yes ▾	

User Guidelines:

1. Click on Lines and your prices will be updated provided your file has no errors.

CREATE QUOTE

Negotiations | Assessments

Negotiations > **Create Quote: 65009 (RFQ 105010)** Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title [105010.082025](#) Time Left 2 days 3 hours
 Stage Close Date 31-Aug-2025 11:00:00

Header | **Lines**

RFQ Currency ZAR | Quote Currency ZAR
 Price Precision Any

Line	Rank	Start Price	Target Price	Quote Price	Unit	Estimated Quantity	Target Minimum Release Amount	Minimum Release Amount	Quote	Update
1 Storage Cases DLT...	Sealed			500	Each	43			Yes ▾	
2 Storage Cases DLT...	Sealed			800	Each	23			Yes ▾	
3 Storage Cases DLT...	Sealed			760	Each	56			Yes ▾	
4 Supply backup and...	Sealed			1000	Each	50			Yes ▾	
5 Supply backup and...	Sealed			900	Each	22			Yes ▾	

- User Guidelines:**
1. You can Review the RFQ, Save as Draft, should you wish to return to complete it a later stage.
 2. Click Continue to submit the Quote.

CREATE QUOTE

Negotiations | Assessments

Negotiations >

Warning
This quote is in response to an RFQ where the submitted quote will be evaluated in two stages - Technical and Commercial.

Create Quote 65009: Review and Submit (RFQ 105010) Cancel Back Validate Save Draft Printable View **Submit**

Header

Title 105010 082025	Time Left 2 days 3 hours
Supplier FACULTY TRAINING INSTITUTE (PTY) LTD	Close Date 31-Aug-2025 11:00:00
RFQ Currency ZAR	Quote Valid Until
Quote Currency ZAR	Reference Number
Price Precision Any	Note to Buyer

Attachments

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
10	Quote 123	File	Quote 123	From Supplier: Commercial	CARINA@FTI.CO.ZA	28-Aug-2025	One-Time		

Requirements

...
Show All Details | Hide All Details

Details Section	RFQ Stage
▶ 4. Bid Evaluation	Technical
▶ BEE	Commercial

- User Guidelines:**
1. You can either Cancel, Go Back or Save Draft.
 2. Select Printable View to view the PDF submission.
 3. Click on Submit to forward the quote/response to the buyer.

CREATE QUOTE

105010 082025
 CULTY TRAINING INSTITUTE (PTY) LTD
 R
 R
 Y

Time Left 2 days 3 hours
Close Date 31-Aug-2025 11:00:00
Quote Valid Until
Reference Number
Note to Buyer

Confirmation
 Quote 65009 for RFQ 105010 (105010 082025) has been submitted.

[Return to Sourcing Home Page](#)

Updated	Usage
g-2025	One-Time

RFQ Stage
Technical
Commercial

User Guidelines:

1. Once submitted you will receive a Confirmation the Quote has been submitted.

VIEW QUOTE – ONLINE DISCUSSION

Negotiations | Assessments

Search Open Negotiations Title

Welcome, CARINA DU PREEZ.

Your Active and Draft Responses

Press Full List to view all your company's responses.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
65009	Active		105010	105010 082025	RFQ	2 days 3 hours		0
54009	Active		82010	FR12345	RFQ	0 seconds		0

Your Company's Open Invitations

Supplier Site	Negotiation Number	Title	Type	Time Left
No results found.				

- User Guidelines:**
1. On the Negotiation page, you will be able to view your submitted responses(assessments)
 2. Click on the number to view.
 3. Should you wish to ask the buyer a question, you can start an Online discussion.

VIEW QUOTE – ONLINE DISCUSSION

Negotiations | Assessments

Negotiations >
Quote: 65009 (RFQ 105010)

Actions Online Discussions

Title 105010 082025
Time Left 2 days 3 hours
Quote Style Sealed
Quote Currency ZAR
Contact DU PREEZ, CARINA
Suppliers' Quote Number
Quote Status Active
Note to Buyer

Close Date 31-Aug-2025 11:00:00
Ranking Price Only
Supplier FACULTY TRAINING INSTITUTE (PTY) LTD
Supplier Site
Quote Valid Until

Seq	Title	Type	Description	Category	Last Updated	Usage	Update	Delete
10	Quote 123	File	Quote 123	From Supplier: Commercial	28-Aug-2025	One-Time		

Attachments

Requirements

...
[Show All Details](#) | [Hide All Details](#)

Details	Section	RFQ Stage
▶	4. Bid Evaluation	Technical
▶	BEE	Commercial

User Guidelines:

- Under Actions, select Online Discussions and click on Go.

VIEW QUOTE – ONLINE DISCUSSION

Negotiations | Assessments

Negotiations > Quote: 65009 (RFQ 105010) >

Online Discussions (RFQ 105010) ☆ Cancel | Printable Page

Title [105010 082025](#)
 Status Active (Locked) Open Date 28-Aug-2025 00:06:34
 Time Left 2 days 3 hours Close Date 31-Aug-2025 11:00:00

Messages

New Message ...

Subject	Message	Status	Sender	Date	Attachments	Reply
No results found.						

Negotiations > Quote: 65009 (RFQ 105010) > Online Discussions (RFQ 105010) >

Create New Message (RFQ 105010) Cancel | **Send**

* Indicates required field

Send To SITA (Pty) Ltd

* Subject Exchange Rate Volatility

* Message Please note, my quote is subject to a 15 day validity, due to the current exchange rate volatility against the USD.

Private

Attachments

Add Attachment...

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.										

TIP Messages with a Send To of All Participants will be available to all other suppliers in addition to the buying organization.

- User Guidelines:**
1. Click on New Message.
 2. Select the send to as SITA, only internal SITA will receive the message.
 3. If you select All Participants, all other suppliers will also receive the message.
 4. Insert the Subject.
 5. Insert the Message.
 6. You could also add an Attachment.
 7. Click on Send.

VIEW QUOTE – ONLINE DISCUSSION

Negotiations | Assessments

Negotiations > Quote: 65009 (RFQ 105010) >

Online Discussions (RFQ 105010) ☆ Cancel Printable Page

Title [105010_082025](#)
 Status Active (Locked) Open Date 28-Aug-2025 00:06:34
 Time Left 2 days 3 hours Close Date 31-Aug-2025 11:00:00

Messages

[New Message](#) | ...

Subject ▲	Message	Status ▲	Sender ▲	Date ▲	Attachments	Reply
Exchange Rate Volatility	Please note, my quote is subject to a 15 day valid...	Read	DU PREEZ, CARINA	29-Aug-2025 07:37:45		

User Guidelines:

1. The message has been sent and can be viewed.
2. Once SITA replies, you will receive a Notification and will be able to view.

VIEW QUOTE – ONLINE DISCUSSION

Negotiations | Assessments

Negotiations >

Quote: 65009 (RFQ 105010)

Actions Online Discussions Go

Title	105010 082025	Close Date	31-Aug-2025 11:00:00
Time Left	2 days 2 hours	Ranking	Price Only
Quote Style	Sealed	Supplier	FACULTY TRAINING INSTITUTE (PTY) LTD
Quote Currency	ZAR	Supplier Site	
Contact	DU PREEZ, CARINA	Quote Valid Until	
Suppliers' Quote Number			
Quote Status	Active		
Note to Buyer			

Seq	Title	Type	Description	Category	Last Updated	Usage	Update	Delete
10	Quote 123	File	Quote 123	From Supplier: Commercial	28-Aug-2025	One-Time		

Attachments

Requirements

...
[Show All Details](#) | [Hide All Details](#)

Details	Section	RFQ Stage
▶	4. Bid Evaluation	Technical
▶	BEE	Commercial

User Guidelines:

1. You will be able to view the Re[ply notification from SITA in the Worklist once you logged in.
2. You can also view the message on the Assessment submitted by clicking on the number.

VIEW QUOTE – ONLINE DISCUSSION

Negotiations > Quote: 65009 (RFQ 105010) > **Online Discussions (RFQ 105010)** ☆ Cancel | Printable Page

Title [105010_082025](#)
 Status Active (Locked) Open Date 28-Aug-2025 00:06:34
 Time Left 2 days 2 hours Close Date 31-Aug-2025 11:00:00

Messages

[New Message](#) | ...

Subject ▲	Message	Status ▲	Sender ▲	Date ▲	Attachments	Reply
Exchange Rate Volatility	Noted, we will ensure the evaluation is completed ...	Unread	SITA (Pty) Ltd	29-Aug-2025 08:07:34		
Exchange Rate Volatility	Please note, my quote is subject to a 15 day valid...	Read	DU PREEZ, CARINA	29-Aug-2025 07:37:45		

User Guidelines:

1. Click on the Message to view.
2. Should you wish to Reply, simply click on Reply.

Negotiations > Quote: 65009 (RFQ 105010) > Online Discussions (RFQ 105010) > **Message (RFQ 105010)** Reply Print

Subject Exchange Rate Volatility
 From SITA (Pty) Ltd
 To DU PREEZ, CARINA
 Date 29-Aug-2025 08:07:34

Message Noted, we will ensure the evaluation is completed within the 15 days. Should we require additional time, we will request a new quote.

Attachments

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.										

[Return to Online Discussions \(RFQ 105010\)](#)

VIEWS – QUICK LINKS

Negotiations
Assessments

Search Open Negotiations Title Go

Welcome, CARINA DU PREEZ.

Your Active and Draft Responses

Press Full List to view all your company's responses.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
65009	Active		105010	105010 082025	RFQ	2 days 2 hours		0
54009	Active		82010	FR12345	RFQ	0 seconds		0

Your Company's Open Invitations

...

Supplier Site	Negotiation Number	Title	Type	Time Left
No results found.				

Quick Links

View Responses

- [Active](#)
- [Disqualified and Withdrawn](#)
- [Awarded](#)
- [Rejected](#)

- User Guidelines:**
1. On the Sourcing Home Page, you have additional views and searches.
 2. Active – All Active RFQ's
 3. And Disqualified quotes or quotes withdrawn.
 4. RFQ's awarded to your organization.
 5. Quotes Rejected.

Thank You